



Adobe Acrobat DC integration with VOC

Advantage: Getting the voting paper signed and received instantly

Tool: Adobe Sign by Adobe pro DC

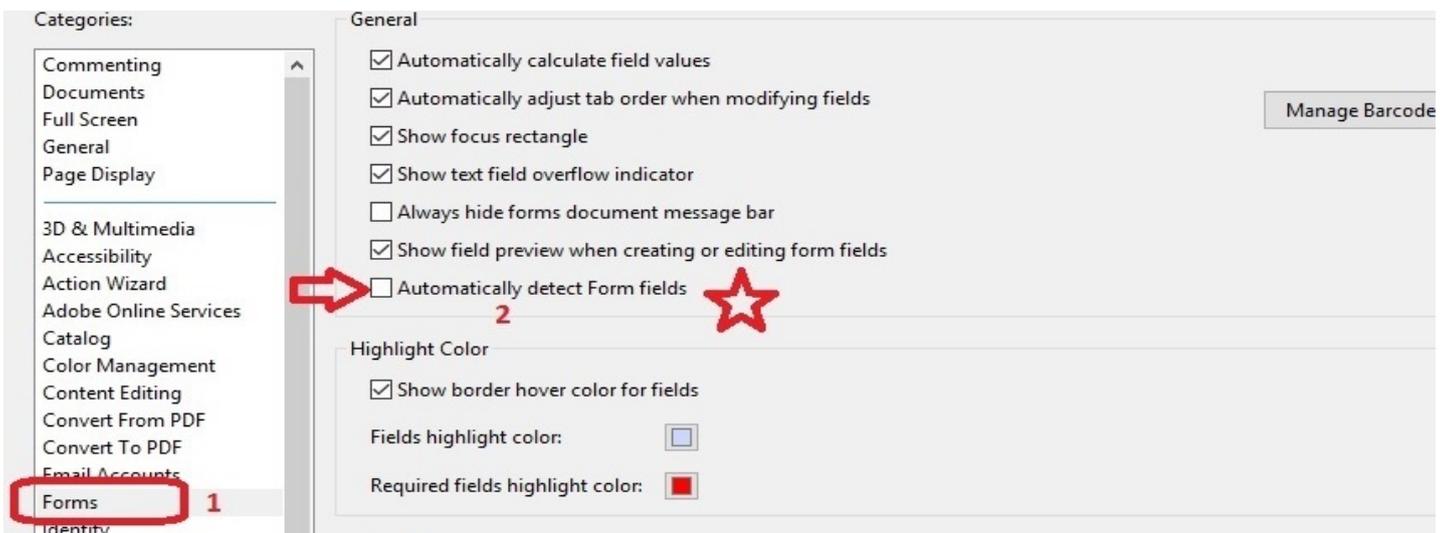
1. Open the new “VOC voting paper template” from “\Administration\ADOBE Sign templates” folder.
2. Save as in the relevant scheme folder in “Meeting” folder with the new name (Based on file name standard).
3. Fill up the empty fields - it will be one-off transition to migrate from old template to the new one. (delete unnecessary fields of the committee member table if the number of committee members is less than 8)
4. When you are done with the main Word document; save the file as PDF in the right destination.
5. Open Adobe Acrobat Pro DC
6. Check the top right corner; you should be signed in with MERCIER group account. If not, you will see a “Sign in” button instead, click on it and sign in with the following username and password:

User name: contactus@mercierbcs.com.au

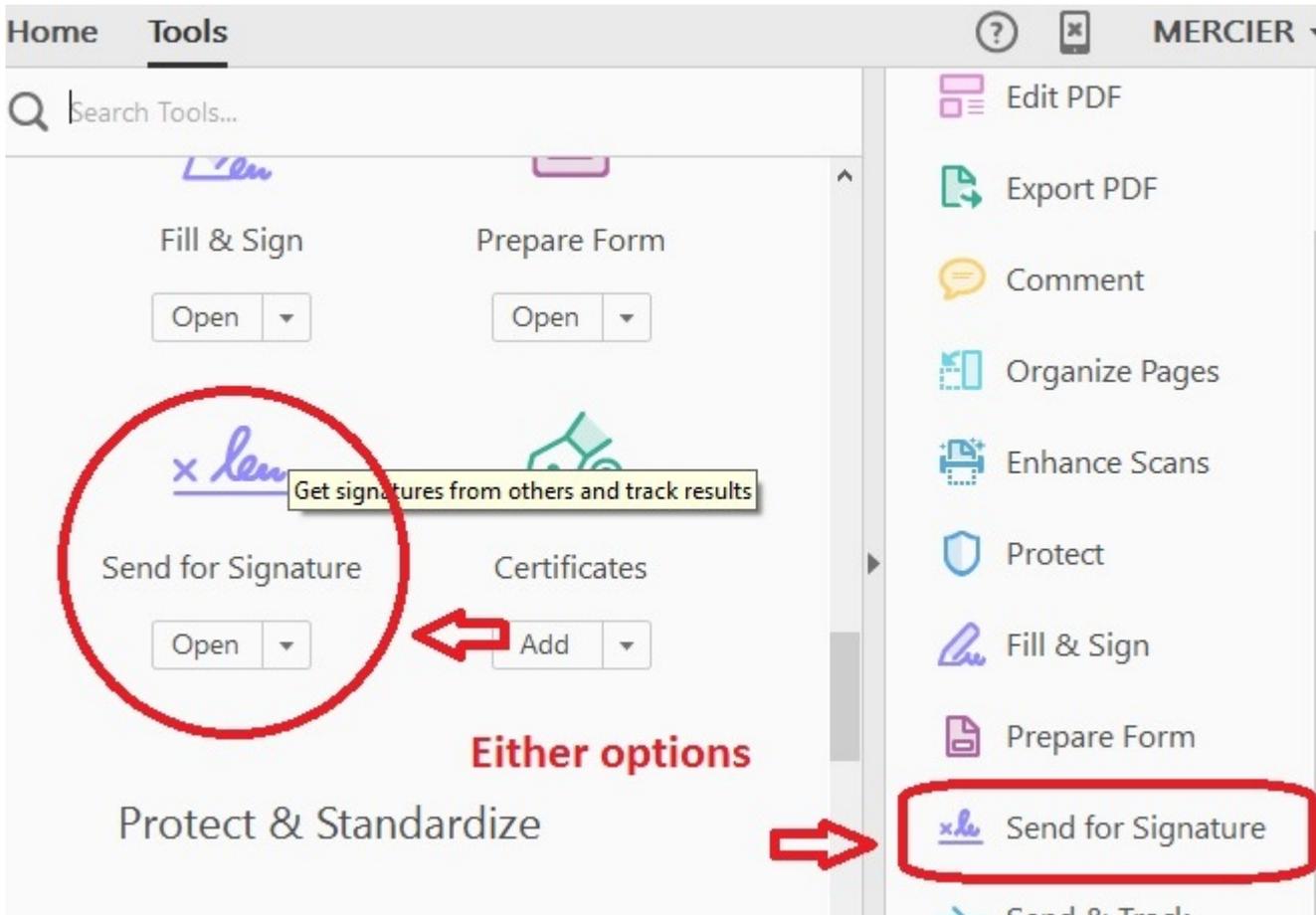
Password: Mbcs2013z



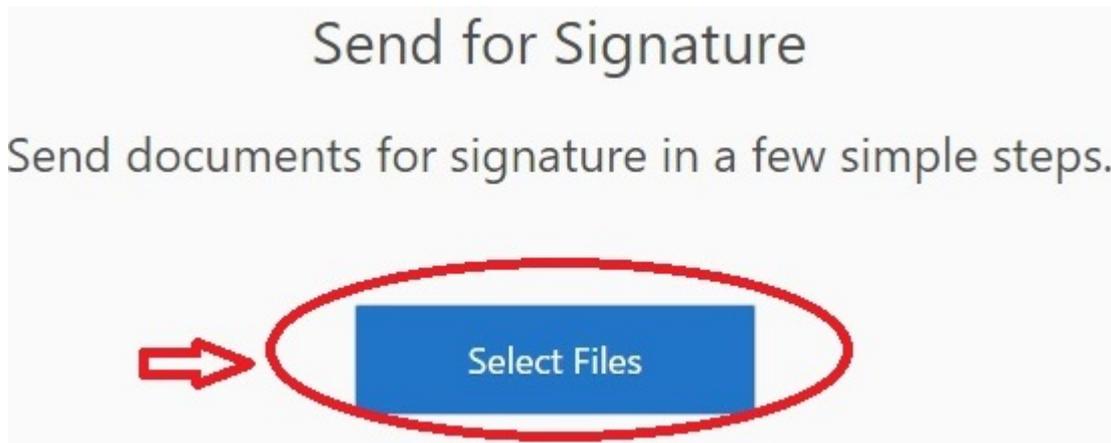
7. On the main page click on “Tools”
8. Click on “Edit” tab and choose “Preferences” ; in the left pane choose “Forms” and in the right screen, make sure that the checkbox of “ Automatically detect form fields” is unchecked; press “OK”



9. Choose "Send for signature" either from right pane or the main window



10. Select the PDF file created in stage 4



11. Choose "Prepare form" in next window

12. To let committee member marking their own name in the table we use "Radio buttons" with which only one option can be selected. Follow these steps :

- 12.1 On the top toolbar click once on the radio button,
This can be also picked from the list if you right click anywhere in the document
- 12.2 Scroll your pointer down in front of the chairperson name at the right end of cell
- 12.3 Adjust and place the radio button,
There will be 2 horizontal and vertical lines to help you position the box



Date: Saturday, 18

[Pursuant to s.54 (Body Corporate and Community Management

The motion(s) described below were distributed on following committee members:

Please select field after y

Gibson Ford – Chairperson		
	12.2	
Deirdre McCart – Secretary	12.3	
Campbell McCart - Treasurer		
		

- 12.4 The first choice would be “Choice1” belonged to “Group#”
You might see a different group numbers which can be due to multiple files. There is no issue of having a different group numbers as long as all the choices are in the same group.
- 12.5 Make sure “required field” is checked
- 12.6 Click on “Add another button” and fill up the whole table
- 12.7 At the end right click on all the radio buttons , choose first option which is “Properties” and LOCK the element (this stage is not necessary but helps the form to remain consistent)

r name

George Anderson	
Nigel Hough	
Alan King	
Terry Wall	

Radio Button Choice: 

Choice5 12.4

Group Name:

Required field 12.5 [All Properties](#)

[Add Another Button](#)

est test  12.6

** All CHOICES in the table should belong to one group number!

13. Move to voting section, to enable the recipients vote electronically radio buttons would be used as well.

- 13.1 Follow the steps 12.1 to 12.7 once again
- 13.2 Place the first radio buttons on first ☉ (this sign is just a hint to mark the place of the radio buttons)
- 13.3 Change the Group number manually (Example: if the name list group is GROUP3 the group number of voting section should be GROUP4)

YES: Group NO: ☉

Name of Voter: _____

Signature of Voter: _____

Date: _____

Radio Button Choice: ⓘ

Choice6

Group Name: **Change the group number only** Group2

Required field [All Properties](#)

⚠ Warning: 1 button in group. At least 2 buttons needed.

[Add Another Button](#)

** If there are more than one motions make sure that each motion voting section should be in a new group number.

14. Move to signature section.

- 14.1. Click once on "text field" from toolbar or pick it by choosing it from right click menu and place it in front of "Name of Voter". You might stretch the field horizontally to have enough space for long names



Text3

Field Name: Text3

Who needs to sign this field?

Anyone

Sender

Signer

Signer 1

Signer 2

Signer 3

Signer 4

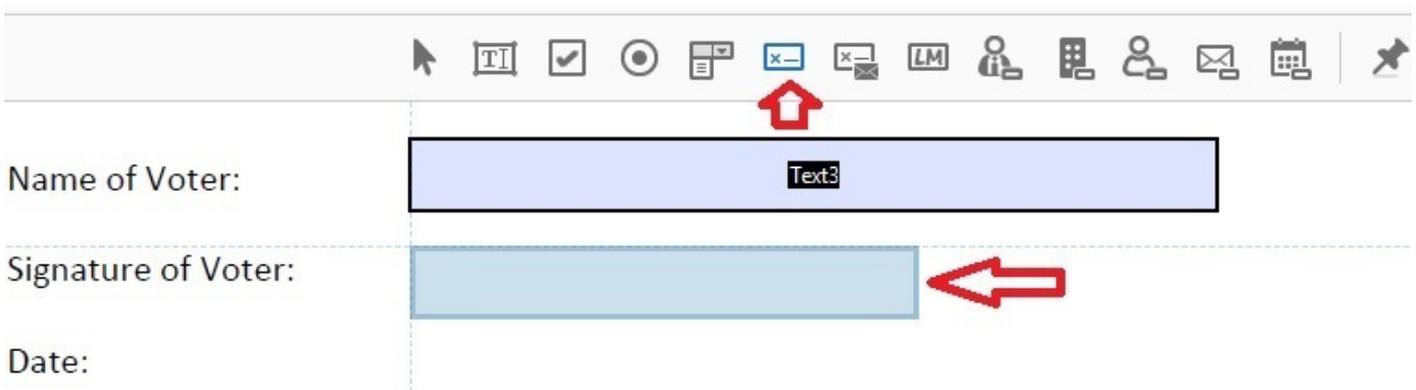
Signer 5

Signer 6

Prefill

Change it to Signer

- 14.2. Click once on “signature field” from toolbar or pick it by choosing it from right click menu and place it in front of “Signature of Voter”.



- 14.3. Click once on “Date field” from toolbar or pick it by choosing it from right click menu and place it in front of “Date”.

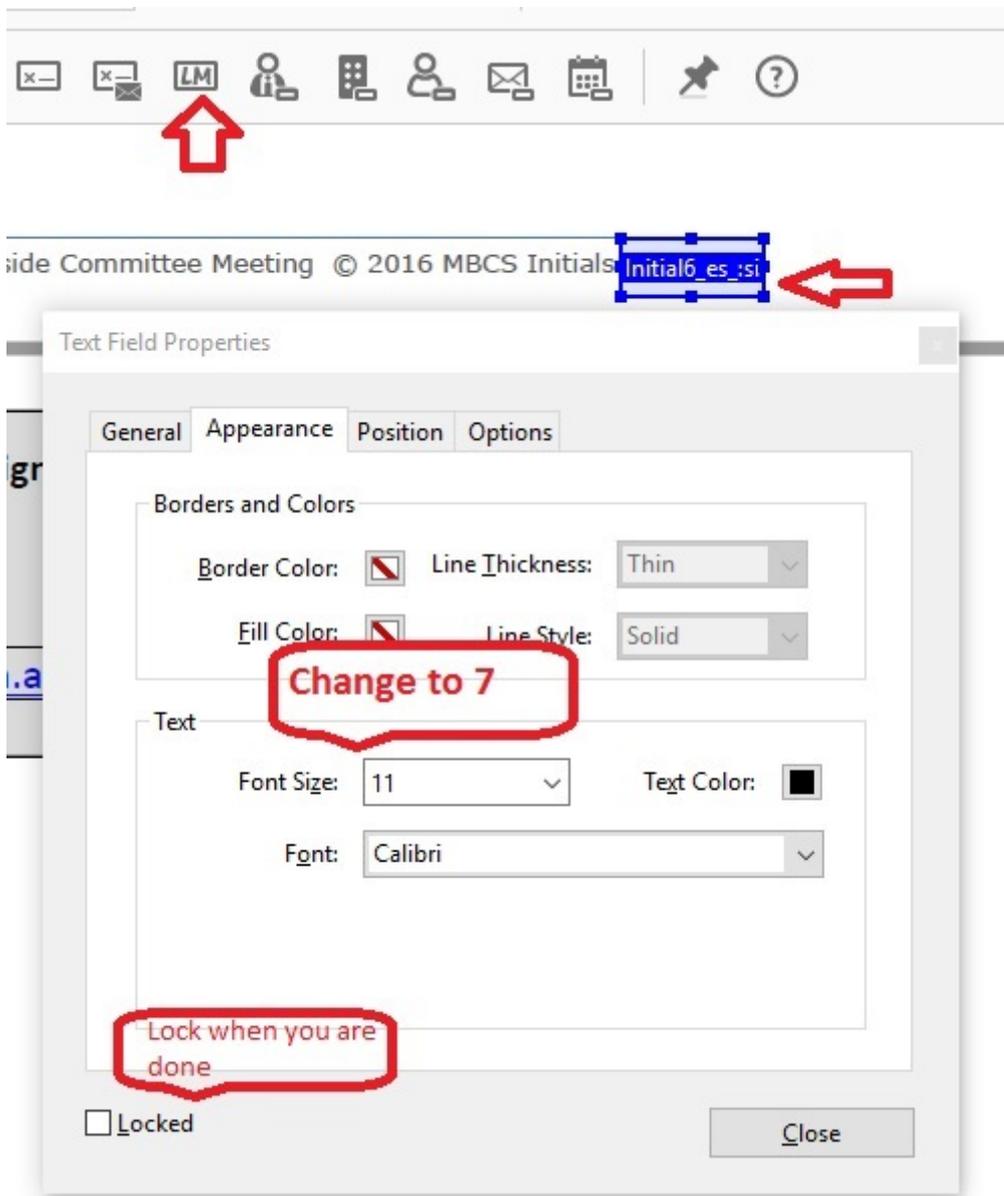


- 14.4. Change the right of signing to “SIGNER” on all the fields. You can access to this anytime by right clicking on the object and choosing “Properties”.

- 14.5. Lock the objects (Follow stage 12.7)

15. Move to the footer of the page.

- 15.1. Click once on “initial field” from toolbar or pick it by choosing it from right click menu and place it in front of “Name of Voter”. You might shrink it fit into the footer
- 15.2. Right click on it and choose “properties”, in the Appearance tab change the font size to 7 manually.
- 15.3. Right click on the object, copy it and paste it on all the initial sections of the footers
- 15.4. Lock the objects (Follow stage 12.7) – Lock them after copying



16. Double check the fields for the following:

- 16.1 Signing and filling up the forms should be granted to the signer
- 16.2 Group numbers of Committee members and Voting section should be different.
- 16.3 all the fields and object should be REQUIRED field

17. Happy with the form? Time to send it out to all the recipients :

- 17.1 On the right toolbar, press “send for signature button and in the next page choose “Ready to send” or choose “Send and Track” from the left top corner drop down list to directly reach to the last step.
- 17.2 Wait for the file to be uploaded
- 17.3 Enter or paste email addresses

Prepare Form      ... Preview 

-  Back to Document
-  Create PDF
-  Edit PDF
-  Export PDF
-  Comment
-  Organize Pages
-  Enhance Scans
-  Protect
-  Fill & Sign
-  Send for Signature
-  **Send & Track** 
-  Create Custom Tool

Either way 

Send for Signature

Add recipients in the order in which they will sign: **1**

To: 

[Show Cc](#)

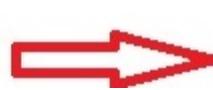
Agreement Name:

Message:

 test.pdf
Upload complete.

Select from: [Document Library](#)

2



Send

18. To manage the document and receive the signed forms:

- 18.1 Login to following link by your Adobe ID:
<https://documents.adobe.com>
- 18.2 Choose manage documents
- 18.3 You will see the list of all documents sent for signature and can track the votes.

The screenshot displays the Adobe Sign user interface. At the top, the 'Adobe Sign' logo is on the left, and 'New!' with a help icon is on the right. Below the logo, navigation tabs include 'Dashboard', 'Send', 'Manage' (which is selected), and 'Account'. The user's name 'MERCIER' is shown in the top right corner.

Below the navigation, there are filter options: 'Filter by Name or Company', 'Filter by Document Status', and a search bar labeled 'Search documents, recipients & notes'. A refresh icon is also present.

The main content area shows a list of documents with columns for 'Name', 'Company', 'Document Title', and 'Date'. The list is categorized into:

- Waiting For Me to Sign (0)
- Out for Signature (1): A document titled 'test' by 'Nas Jazayeri' dated '06/17/2016' is listed.
- Signed (0)
- Archived (0): Includes a link for 'Upload Agreements'.

On the right side, there is a document preview pane. It includes a toolbar with 'Print', 'Enlarge', 'PDF', and 'Cancel' options. The preview shows the document header 'test' and the following details:

- From:** MERCIER CORPORATION PTY LTD (marc@mercierbcs.com.au)
- To:** Nas Jazayeri
- Date:** 06/17/2016 11:17 AM

 Below this, the document content is visible, featuring the Mercier logo and a resolution document titled 'Resolution(s) to be Passed Outside a Committee Meeting'. The document includes a table of committee members and a section for voting.

Committee members	
Gibson Ford - Chairman	George Anderson
Debbie McCart - Secretary	Nigel Hough
Campbell McCart - Treasurer	Alan King
	Tony Wall

 The voting section includes a 'Marked 1 - test test test' field and several 'Text' input fields. At the bottom, there are radio buttons for 'YES', 'NO', and 'ABSTAIN', and fields for 'Name of Voter', 'Signature of Voter', and 'Date'.

On the far right of the preview pane, there are vertical buttons for 'View', 'Share', 'Protect', and 'Remind'.